

Reprinting Your Commission with a Transaction ID Number

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$4.02.

| Fee Transactions | No-Fee Transactions |
|-------------------------------------|---------------------------------|
| • Commission | • Address Change (Same County) |
| • Address Change (Different County) | • Notarization of documents |
| • Notary Commission Renewal | • Notary Public License Renewal |
| • Notary Public License Renewal | |

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at 317-232-6532 or notarysos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division".

Locating the Notary Homepage

From the Business Services web page, select "Notary". This will take you to the notary homepage.

Locating the Notary Homepage

Click on the Notary web page, select "Notary Public History Portal".

Step 1

Under "Other Actions," select "Notary".

Step 2

Enter either your commission number or first and last name if you have lost your commission number.

Step 3

Click the number for your active commission.

Step 4

Select "Register commission with Transaction ID".

Step 5

Enter your Transaction ID or your e-mail address on Secretary of State issued PIN.

Step 6

You will then receive a confirmation letter via email with a link to print your commission certificate. You may also click "Notary Commission Certificate" to open your commission certificate.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notarysos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room 6216
Indianapolis, IN 46204

Reprinting Your Commission with a Transaction ID Number

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

| Fee Transactions | No-Fee Transactions |
|---|--|
| <ul style="list-style-type: none"> • Name Change • Address Change (Different County) • Copy of Current License Certificate | <ul style="list-style-type: none"> • Email Address Change • Address Change (Same County) • Termination of Commission • Renewal (renewals with TransactionID) |

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



Step 1

Under "Other Actions," select "Reprint."



Step 2

Enter either your commission number or first and last name if you have lost your commission number.



Step 3

Click the number for your active commission.



Step 4

Select "Reprint commission with Transaction ID."



Step 5

Enter your Transaction ID and your e-mail address on Secretary of State issued PIN.



Step 6

You will then receive a confirmation letter via email with a link to print your commission certificate. You may also click "Notary Commission Certificate" to open your commission in Adobe.



Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Before You Start...

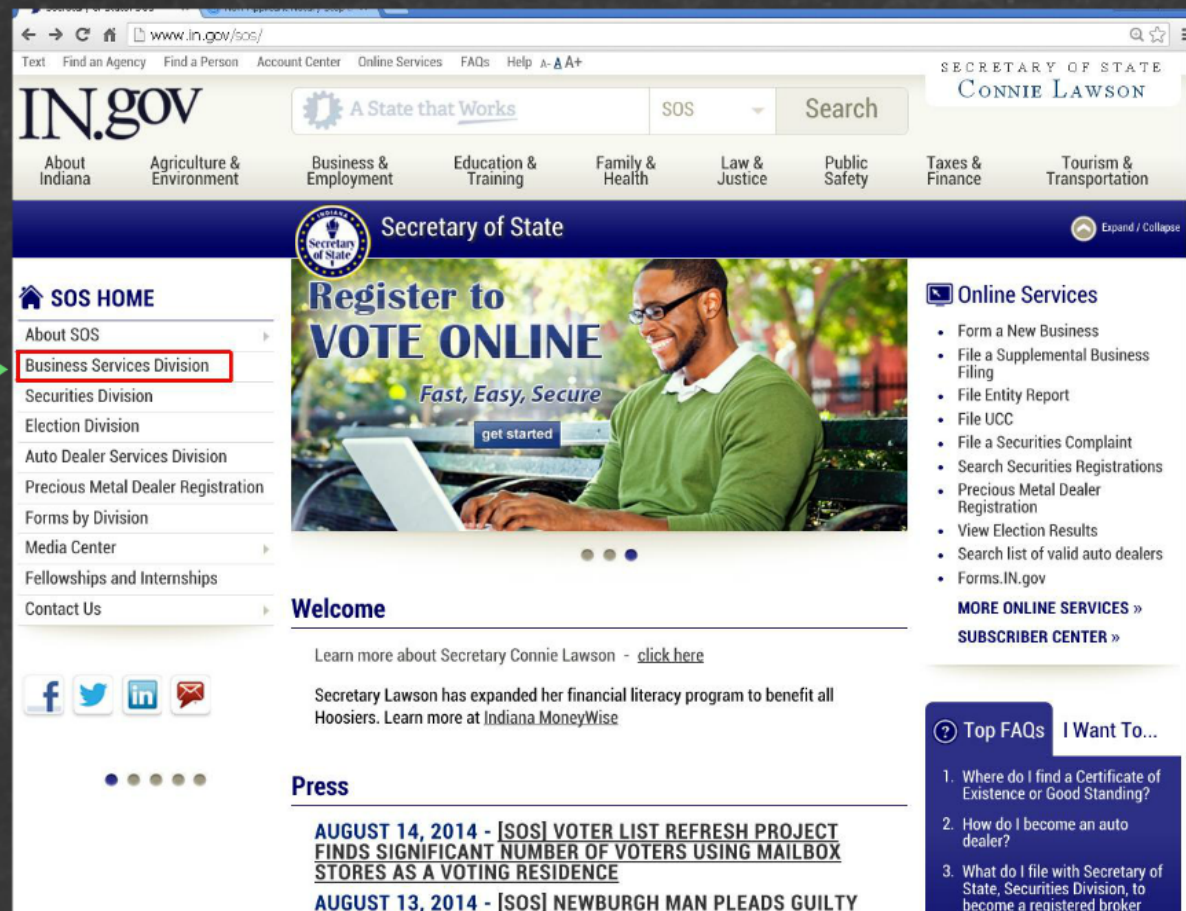
Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

| Fee Transactions | No-Fee Transactions |
|--|---|
| <ul style="list-style-type: none">• Name Change• Address Change (Different County)• Copy of Commission Certificate | <ul style="list-style-type: none">• E-mail Address Change• Address Change (Same County)• Termination of commission• Reprint commission with Transaction ID |

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



The screenshot shows the homepage of the Indiana Secretary of State's website. A green arrow points to the "Business Services Division" link in the left sidebar. The sidebar also includes links for "About SOS", "Securities Division", "Election Division", "Auto Dealer Services Division", "Precious Metal Dealer Registration", "Forms by Division", "Media Center", "Fellowships and Internships", and "Contact Us". The main content area features a "Register to VOTE ONLINE" banner, a "Welcome" section with links to learn more about Secretary Connie Lawson and her financial literacy program, a "Press" section with recent news items, and a "Top FAQs" section. The top navigation bar includes links for "About Indiana", "Agriculture & Environment", "Business & Employment", "Education & Training", "Family & Health", "Law & Justice", "Public Safety", "Taxes & Finance", and "Tourism & Transportation".

SOS HOME

- About SOS
- Business Services Division**
- Securities Division
- Election Division
- Auto Dealer Services Division
- Precious Metal Dealer Registration
- Forms by Division
- Media Center
- Fellowships and Internships
- Contact Us

Register to VOTE ONLINE

Fast, Easy, Secure

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- Precious Metal Dealer Registration
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

WELCOME

Learn more about Secretary Connie Lawson - [click here](#)

Secretary Lawson has expanded her financial literacy program to benefit all Hoosiers. Learn more at [Indiana MoneyWise](#)

Press

AUGUST 14, 2014 - [SOS] VOTER LIST REFRESH PROJECT FINDS SIGNIFICANT NUMBER OF VOTERS USING MAILBOX STORES AS A VOTING RESIDENCE

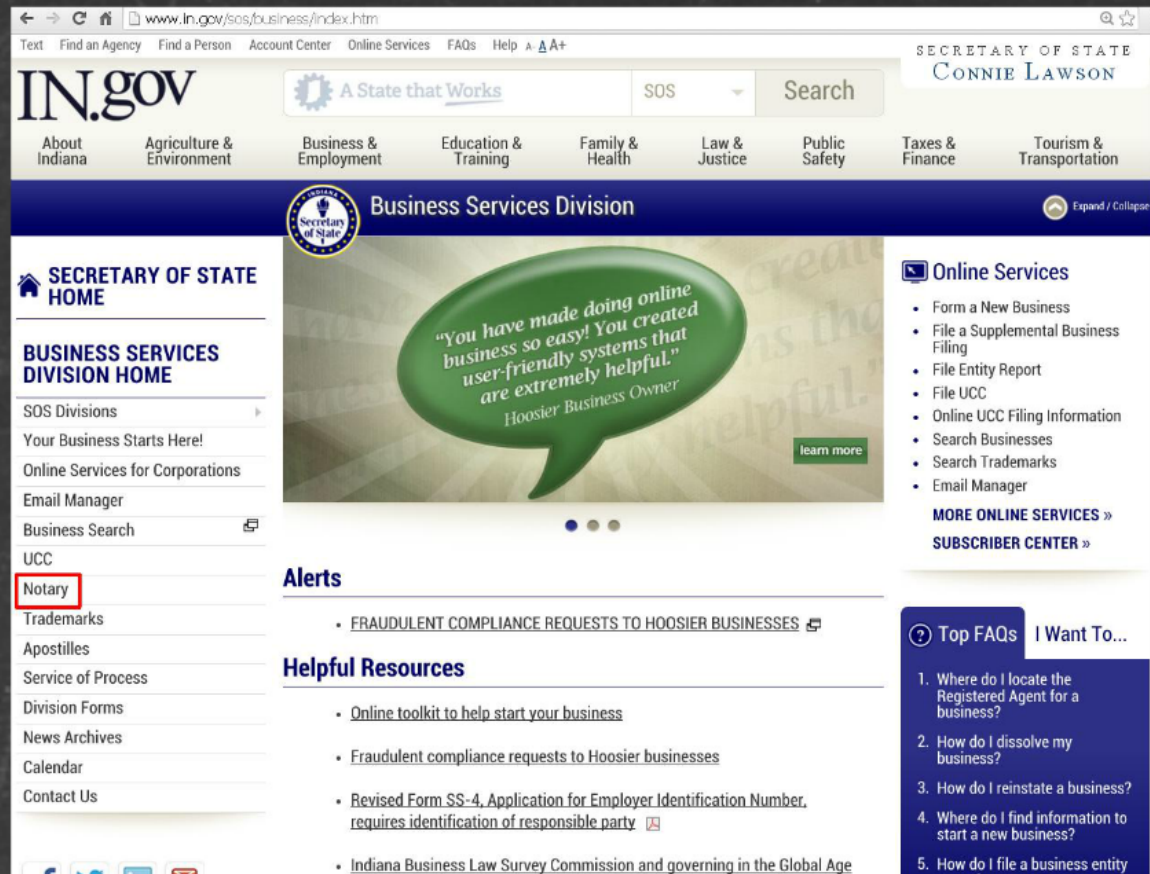
AUGUST 13, 2014 - [SOS] NEWBURGH MAN PLEADS GUILTY

Top FAQs

- Where do I find a Certificate of Existence or Good Standing?
- How do I become an auto dealer?
- What do I file with Secretary of State, Securities Division, to become a registered broker?

Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the IN.gov Business Services Division homepage. A green arrow points to the 'Notary' link in the left sidebar. The sidebar also includes links for 'UCC', 'Trademarks', 'Apostilles', 'Service of Process', 'Division Forms', 'News Archives', 'Calendar', and 'Contact Us'. The main content area features a banner with a quote from a Hoosier Business Owner, a list of online services, and a list of helpful resources. The top navigation bar includes links for 'Text', 'Find an Agency', 'Find a Person', 'Account Center', 'Online Services', 'FAQs', and 'Help'.

IN.gov A State that Works SOS Search

Text Find an Agency Find a Person Account Center Online Services FAQs Help A A+

SECRETARY OF STATE
CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions
Your Business Starts Here!
Online Services for Corporations
Email Manager
Business Search
UCC
Notary
Trademarks
Apostilles
Service of Process
Division Forms
News Archives
Calendar
Contact Us

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »
SUBSCRIBER CENTER »

Alerts

- FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES

Helpful Resources

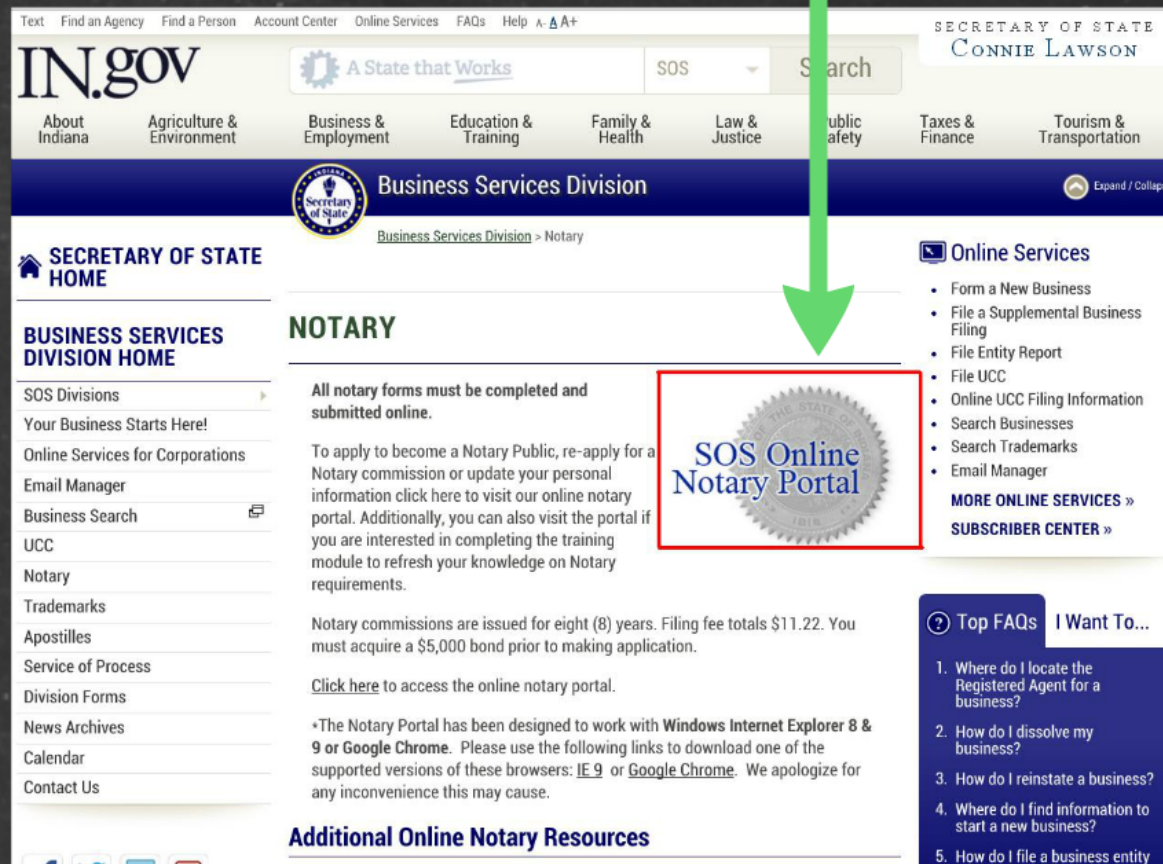
- Online toolkit to help start your business
- Fraudulent compliance requests to Hoosier businesses
- Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party
- Indiana Business Law Survey Commission and governing in the Global Age

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity?

Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



The screenshot shows the IN.gov website with the 'Business Services Division' selected. A green arrow points to the 'SOS Online Notary Portal' link, which is highlighted with a red box. The page includes a navigation bar with links like 'Text', 'Find an Agency', and 'Find a Person'. The main content area is titled 'NOTARY' and contains information about notary forms, application requirements, and a link to the online portal. A sidebar on the left lists various services, and a right sidebar lists 'Online Services' and 'Top FAQs'.

IN.gov A State that Works SOS Search

SECRETARY OF STATE CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions > Your Business Starts Here! Online Services for Corporations Email Manager Business Search UCC Notary Trademarks Apostilles Service of Process Division Forms News Archives Calendar Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

Click here to access the online notary portal.

*The Notary Portal has been designed to work with Windows Internet Explorer 8 & 9 or Google Chrome. Please use the following links to download one of the supported versions of these browsers: IE 9 or Google Chrome. We apologize for any inconvenience this may cause.

Additional Online Notary Resources

SOS Online Notary Portal

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Step 1

Under "Other Actions," select "Revise."

← → ↻ State of Indiana [US] https://myweb.in.gov/SOS/notaryapp/ ☆

IN.gov

Notary Public


Indiana Secretary of State
CONNIE LAWSON



> before you begin

- ✓ To become a Notary, an individual must ([What's This?](#))
- ✓ Determine the type of bond to provide. ([What's This?](#))
- ✓ Payment information. ([What's This?](#))
- ✓ Functions of a Notary. ([What's This?](#))
- ✓ Official Notary Guide. ([What's This?](#))
- ✓ Frequently asked questions. ([What's This?](#))
- ✓ Other Resources. ([What's This?](#))

Adobe Reader Required



The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.

1 Start

> apply
Become a Notary Public

2 Resume

> login
Resume your transaction with your Transaction ID and E-mail Address or PIN

3 Other Actions

> search
Search for notaries

> revise
Revise your commission

> get a copy
Get a copy of your commission certificate

> training
Perform notary training

> register
Register to apply via a service company

> bulk upload
Upload a batch of notary applicants

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.

Thank you for using Online Notary!



Home | SOS Home | Contact | FAQ | Survey

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Step 2

Enter either your commission number **OR** first and last name if you have lost your commission number.


**Notary Public***Indiana Secretary of State*
CONNIE LAWSON

Notary Search

Please find the commission you'd like to revise.

NOTARY SEARCH CRITERIA

Commission Number:

Notary Name Search Type: ☒ Full ☐ Partial ☐ 

First Name:

Last Name:

Street:

City:


ZIP:


County:


Status:


Bond Type: ☐ Surety ☐ Freehold ☒ Both

Bond Issuer:

Commissions Issued Between: 

and 

Commissions Expiring Between: 

and 

Step 3

Click the number for your **active** commission.

**Notary Public**

Indiana Secretary of State
CONNIE LAWSON



Notary Search Results

[Return To Search](#)[Export Results To Excel](#)

| <u>Commission #</u> | <u>Name</u> | <u>Address</u> | <u>City</u> | <u>Zip</u> | <u>County</u> | <u>Status</u> |
|---------------------|---------------|----------------|--------------|------------|---------------|---------------|
| <u>123456</u> | JOHN Q PUBLIC | 123 MAIN ST. | INDIANAPOLIS | 46204 | MARION | Active |

« 1 »

Notaries per page: 100

1 Notaries in 1 pages


[Return To Search](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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Step 4

Select "Reprint commission with Transaction ID ."

IN.gov**Notary Public***Indiana Secretary of State***CONNIE LAWSON**

Notary Detail

| | |
|----------------------|---|
| Commission Number: | 123456 |
| Name: | JOHN Q PUBLIC |
| Commission Status: | Active |
| Commission Date: | 9/16/2014 |
| Expiration Date: | 9/15/2022 |
| Home Address: | 123 MAIN ST. INDIANAPOLIS, IN 46204 |
| Bonding Agent: | ACME Insurance |
| County of Residence: | Marion |
| Company Name: | SECRETARY OF STATE |
| Company Address: | 200 W. WASHINGTON ST. INDIANAPOLIS, IN 46204 |

FEE TRANSACTIONS

- Name Change
- Address Change (Different County)
- Get a Copy of my Commission Certificate

NO-FEE TRANSACTIONS

- Address Change (Same County)
- Change my E-mail Address
- Terminate my Commission
- Reprint Commission with Transaction ID



[Return To Search](#)[Return to Search Results](#)[View History](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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Step 5

Enter your Transaction ID **AND** your e-mail address **OR**
Secretary of State issued PIN

**Notary Public***Indiana Secretary of State*
CONNIE LAWSON

Resume a Transaction

You have elected to resume a previously started transaction. Entering the information requested below will allow you to pick up the transaction at the point where you left off.

Enter the Transaction ID provided to you when the transaction was started.

Transaction ID:

Please provide EITHER the e-mail address you used to start the transaction OR the PIN provided in your transaction authorization e-mail/letter.

E-mail Address:

- OR -

Secretary of State Issued PIN:

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 6

You will then receive a confirmation letter via email with a link to print your commission certificate. You may also click "Notary Commission Certificate" to open your commission in Adobe

Congratulations on becoming a Notary Public!
Indiana Notary Clerk [notary@sos.in.gov]
Sent: Tue 1/21/2014 11:53 AM

Congratulations! Your application for an Indiana Notary Commission has been filed and approved by the Indiana Secretary of State. You are now a part of the largest single group of public officials in our state, with over 80,000 members. As a notary public, your duties serve a critical function within the state.

Notarization is important as an attestation that the signature or signatures on a document have been witnessed, and the parties identified by an impartial public official. Notaries are expected to be impartial, unbiased and without a financial interest in the agreements they notarize.


To assist you in rendering professional service, my office maintains [a guide](#) outlining the laws governing the official acts of notaries.

The information provided in the guide, although a good reference, does not address every question, problem, or situation you might face as a notary. If at any time you are unsure how to proceed, I recommend you seek legal advice; as a notary you may be liable both criminally and civilly for any negligent or fraudulent acts.


We want to hear from you! Take [this short online survey](#) and tell us about your experience using the online Notary application.

For your records your [Notary Commission Certificate](#) is available for download.

You must have Adobe Reader installed on your computer to open this file.



If you need further assistance, please do not hesitate to call my office at (317) 232-6576. We are always available to serve you and the public.

Sincerely,

Connie Lawson
Indiana Secretary of State

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Reprinting Your Commission with a Transaction ID Number

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.75.

| Free Transactions | Fee Transactions |
|-------------------------------------|-----------------------------------|
| • Commission | • New Commission |
| • Address Change (Different County) | • Address Change (Same County) |
| • Copy of Commission Certificate | • Transaction with Transaction ID |

For other transactions, such as updating local information or your social security number, please contact the Indiana Secretary of State's office at (317)227-6532 or notarysos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



Locating the Notary Homepage

Click on the Notary web page, select "2023 Online Notary Portal."



Step 1

Under "Other Actions," select "Reprint."



Step 2

Enter either your commission number or first and last name if you have lost your commission number.



Step 3

Click the number for your active commission.



Step 4

Select "Reprint commission with Transaction ID."



Step 5

Enter your Transaction ID and your e-mail address. The Secretary of State issued PIN.



Step 6

You will then receive a confirmation letter via email with a link to print your commission certificate. You may also click "Reprint Commission Certificate" to open your commission's Adobe.



Contacting the Indiana Secretary of State's Office

Phone: 317-227-6532

Email: notarysos.in.gov

Mailing Address: Business Services Division
303 W. Washington Street
Room 601B
Indianapolis, IN 46204